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TAB B  
to APPENDIX VI

CHECKLIST FOR A STAFF STUDY

1. Statement of the Problem:

- a. Did you recognize and isolate the problem?
- b. Did you state the problem properly?

2. Assumptions:

- a. Are your assumptions things taken for granted, suppositions or presumptions?
- b. Are your assumptions essential to the solution of the problem?
- c. Are your assumptions realistically derived?

3. Facts Bearing on the Problem:

- a. Are your facts things that actually happened or are true?
- b. Did you list all pertinent facts?
- c. Are your facts logically arranged?
- d. Did you exclude facts which, although true, have little or no bearing on the problem?
- e. Did you exclude facts which are not valid?
- f. Did you exclude "facts" which are actually assumptions?

4. Discussion:

- a. Is your discussion in sufficient detail?
- b. Does it follow a logical thought sequence?
- c. Does it consider the advantages and disadvantages of the various courses of action?

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- d. Does it support your conclusions and recommendations?
- e. Does it include facts which should be included in paragraph 3?
- f. Is it brief and to the point?
- g. Does it contain irrelevant material?

5. Conclusions:

- a. Are your conclusions in sufficient detail?
- b. Do they follow a logical thought sequence?
- c. Do they consider the advantages and disadvantages of the various courses of action?

- d. Do they support your discussion and recommendations?
- e. Do they include facts which should be included in paragraph 3?
- f. Are they brief and to the point?
- g. Do they contain irrelevant material?

6. Recommendations:

- a. Do your recommendations offer a clear opportunity for decision?
- b. Do your recommendations derive logically from your conclusions?
- c. Are your recommendations complete?
- d. Are your recommendations beyond the scope of the problem?
- e. Did you include material in your recommendations which should have been presented earlier in your study?
- f. Did you unnecessarily repeat discussion material in your action recommended?

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7. Annexes:

- a. Is supporting but detailed information placed in an annex?
- b. Are the annexes referred to and identified in the ASSUMPTIONS, FACTS, or DISCUSSION paragraphs of the staff study?

8. Attachments:

- a. Are implementing attachments (memorandums, messages, and directives) included as attachments in final form for the signature of the proper authority?
- b. Are the attachments referred to and identified in the RECOMMENDATIONS paragraph?

9. General:

- a. Is the meaning of the words used clear?
- b. Are the sentences too long and involved?
- c. Can the thought be easily followed from sentence to sentence and from paragraph to paragraph?
- d. Is each paragraph limited to one "thought"?
- e. Does each paragraph contain a topic sentence?
- f. Does the writing have force?
- g. Is the level of abstraction too high (use of words, examples, and quotations which do not evoke concrete thoughts)?
- h. Is the style consistent and easy to read?
- i. Is proper credit given for sources used?
- j. Is spelling accurate?
- k. Have the rules of punctuation been followed?

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